

Visit Request procedures for individuals coming to
COMMANDER, NAVAL SPECIAL WARFARE COMMAND (COMNAVSPECWARCOM)

Government and Contractor Visit Request procedures:

Individuals who are requesting to visit our command should make formal arrangements with one's Security Manager or Special Security Officer (SSO). We request that one's Security Manager/SSO primarily send all visit requests through the Joint Personnel Adjudication System (JPAS), and if JPAS is unavailable, please utilize company letterhead or the OPNAV 5521/27 (Visitor Request) form. Visit certifications should be passed in the following manner:

JPAS:

- Send collateral level clearance information to Non-SCI SMO code N000744 (level 4) or N000745 (level 5).
- Send SCI level clearance information to SCI SMO code N000743 (level 3).

OPNAV 5521/27 (Visitor Request) form:

- Fax to (619)437-0805 or (619)437-5805.

Please ensure the following information is provided on all visit certifications to ensure accuracy:

- The point of contact and phone number of the person visited to establish need-to-know. (**NOTE: Point of contact cannot be a Security Manager or SSO**).
- Duration of visit (not to exceed one year)
- Purpose of visit
- Security clearance required for the visit
- Name and Social Security Number of the person visiting the command
- Citizenship, place and date of birth
- Security eligibility, date of clearance, and type of investigation

Once the request has been forwarded through JPAS or faxed, please call the COMNAVSPECWARCOM Security Manager/SSO for confirmation by calling 619-437-0827/0804.